**This Exercise is worth 30% of the total for this unit.**

**PERFORMANCE CRITERIA**

1. Select and prepare resources
   1. Identify spreadsheet task requirements in relation to data entry, storage, output and presentation

Why *Save As* a *Template*?

Templates are intended to be used over and over again. Notice that when you open a template it will have the default name of *Book 1*. When *Book 1* is saved with an appropriate name **NO** changes are made to the template *Book 1* is built upon.

It is important to realise that when a template is opened for use that any changes you make to the workbook will **NOT** cause any changes to the template itself. For this reason well designed templates are often created and used for repetitive tasks.

Templates need to be planned, designed and tested before, during and after creation. It is possible to make changes to the template at a later stage as needed however it is wiser to *get it right* before use.

All;

* Formatting,
* Formulas and functions,
* And other essential elements of the template are built into the template before use.

Scenario:

A shopkeeper detests the daily task of counting his cash register takings. His has to make the count several times due to the mathematical errors he always makes. He finds this task unnecessarily time consuming due to his counting mistakes.

He needs to count the value of each currency denomination and then add these together to arrive at the dollar & cent value of the cash register. ‘Though at this point he has not determined his daily takings; he has yet to deduct his daily float as well as add any EFTPOS and cheque

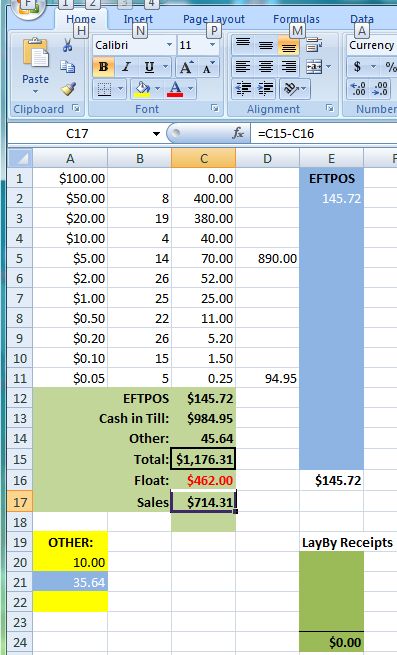
The shopkeeper asks you to develop a spreadsheet template to carry out these tasks.

You decide that it is not necessary to total the value of each denomination. You realise that, with an appropriate design, you would only need count the *numbers* of each denomination. For example, if the value 15 represents the number of $20 notes the spreadsheet could correctly calculate this as $300. The same applies for all other denominations.

The daily float would have to be deducted and any EFTPOS and cheque transactions considered.

Figure 1 shows one possible layout for sheet 1 of the worksheet. It is not meant to indicate the best or only solution. It is your job to plan, create and finalise the formatting of the spreadsheet a professional manner.

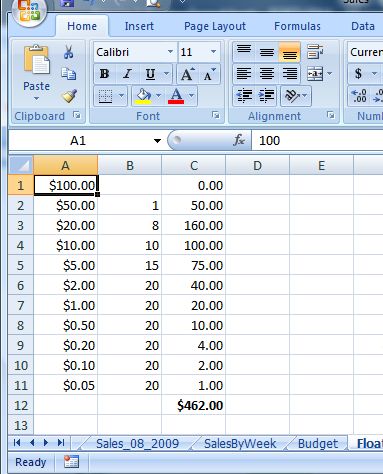
Figure 1: Screen shot of Sheet 1, DailyTakings.



Sheet 2 (Float) contains data relating to the daily float. Sheet 2 needs to talk Sheet 1 (DailyTakings).

Figure 2 shows one possible layout for the *float* data.

Figure 2: Float worksheet

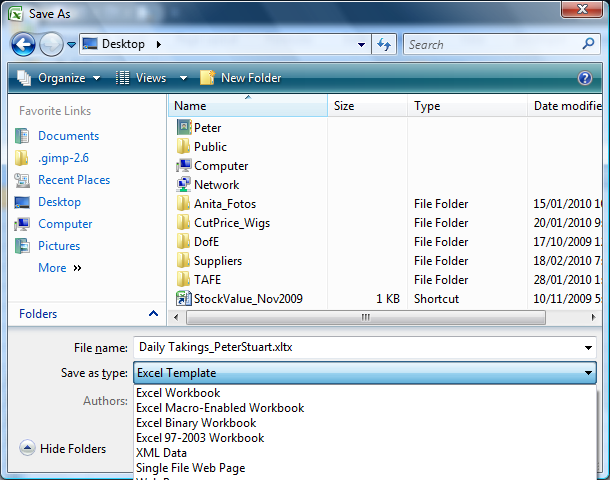


Instructions:

Plan, Design and Prepare.

1. Plan, design and prepare an Excel Workbook consisting of two worksheets named *Daily Takings* and *Float.*
2. Save the workbook as an Excel template named “**Daily Takings\_YourName.xltx**”. See figure 3. Note that when you select ***Excel Template*** from the drop down list Excel will want to save the file to the default Templates folder where other templates reside.
3. **Instead of the default location save your template to your *U drive* in a folder named *Produce Spreadsheets*.**

Figure 3: Select “Excel Template” in the “Save as type:” dropdown.



Once your template is planned, designed and completed;

Referring to figure 1,

* Cells in the range B1:11 will be empty and ready for data to be entered for the day,
* Cells in the range C1:C17 will show $0. These values will change as data is entered.
* Cells in the range E2:E16 will show $0. These values will change as data is entered.
* D5 & D11 will show $0. These values will change as data is entered.
* Do not make allowance for lay-bys; that is, do not show the range E19:E24.
* Cells C1:C17, D5, D11, E16 will contain appropriate formulas.

Referring to figure 2,

* Cells in the range B1:11 will be empty and ready for data to be entered for the day,
* Cells in the range C1:C12 will show $0. These values will change as data is entered.
* Cells C1:C12 will contain appropriate formulas.

Data

Enter the data shown in the two tables below into your template. This data represents 5 days trading and will create 5 workbooks, i.e. one workbook for each day.

Save the workbooks according to this convention, *DailyTakings\_Date*.

For Example, *DailyTakings\_03032010*. Be aware that the forward stroke character, **/**, cannot be used in file names.

Table 1: Float

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DATE** | | | | |
| **Denominations** | **03/03/2010** | **04/03/2010** | **05/03/2010** | **06/03/2010** | **07/03/2010** |
| $100 | 1 | 1 | 1 | 1 | 1 |
| $50 | 2 | 2 | 2 | 2 | 2 |
| $20 | 10 | 10 | 10 | 10 | 10 |
| $10 | 10 | 10 | 10 | 10 | 10 |
| $5 | 15 | 15 | 15 | 15 | 15 |
| $2 | 40 | 40 | 40 | 40 | 40 |
| $1 | 50 | 50 | 50 | 50 | 50 |
| 50c | 30 | 30 | 30 | 30 | 30 |
| 20c | 30 | 30 | 30 | 30 | 30 |
| 10c | 30 | 30 | 30 | 30 | 30 |
| 5c | 40 | 40 | 40 | 40 | 40 |

Table 2: Daily Takings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DATE** | | | | |
| **Denominations** | **03/03/2010** | **04/03/2010** | **05/03/2010** | **06/03/2010** | **07/03/2010** |
| $100 | 2 | 5 | 7 | 9 | 3 |
| $50 | 22 | 19 | 15 | 14 | 18 |
| $20 | 32 | 22 | 16 | 19 | 18 |
| $10 | 27 | 34 | 15 | 19 | 22 |
| $5 | 32 | 27 | 12 | 35 | 29 |
| $2 | 65 | 72 | 63 | 49 | 68 |
| $1 | 85 | 81 | 78 | 88 | 84 |
| 50c | 42 | 45 | 51 | 21 | 31 |
| 20c | 36 | 28 | 29 | 42 | 37 |
| 10c | 27 | 35 | 28 | 48 | 42 |
| 5c | 50 | 37 | 41 | 37 | 49 |
| EFTPOS | $247.95 | $543.26 | $681.13 | $432.87 | $498.50 |
| OTHER | $50.00 | $50.00 | $50.00 | $50.00 | $50.00 |

Once completed this exercise will comprise,

* 1 Excel Template named **Daily Takings\_YourName.xltx**
* 5 Excel workbooks named *DailyTakings\_03032010, DailyTakings\_04032010 and so on.*

These files will be collected electronically for marking.